

Quick Guide: Members/ Premium Members Account Set Up Part 1 – Register for a CourseSight Account:

First check with the training provider to see if you already have been given access to a CourseSight account.

- If Yes, please skip to Part 2 of this document
- If No, follow the steps to set up an account below
- 1. Sign Up for a CourseSight Account by following this link <u>https://coursesight.co.uk/join/bookers</u>

	Your Details	* All fields are required
🚸 CourseSight	I am booking for others in my company I am booking for myse	if
A Reference Point Solution	Company Details	
	Company Name *	
	Website	
	Registration Number	
Join and Book Your Course	CITB Registration Number	
jointand book rour course		
Book courses for employees and/or yourself	Postcode	Search or enter details manually
Snop for courses & materials Ouick signing up process		
Instant access	Primary Contact details	
-	First Name *	
and the second	Surname *	
and the second	Telephone Number *	
and the second		

- 2. Select "I am booking for others in my company" at the top and input your information.
- 3. Complete the form with and register for an account you will be sent an email to set up your login details.

Part 2 – Linking with a Training Provider

1. To link with a training provider, select 'My Community' on the left hand side of your account once logged in.



🚸 CourseSight	Q Search
🖵 Dashboard	TODAY'S COURSES
O Resources	
O Course Admin	
🛗 Planner	FIXED START COURSES DELEGATES ON FIXED START COURSES
Crders	
Delegates	
My Community	BOOKING ACTIVITY OVER THE LAST 7 DAYS - ALL VALUES SHOWN EX. VAT
≢ Administration	BOOKING ACTIVITY LAST 7 DAYS
Left Reports	3 22 No data available
	FIXED START COURSES LAST 7 DAYS DELEGATES ON FIXED START COURSES LAST 7 DAYS

2. Select 'Add Link Request' for the Training Providers

🚸 CourseSight	Q Search			
Q Search		Manage My Community		
Dashboard		Very een Belevel with	Marci Innor	
🛱 Planner		3 Industry Bodies View	0 link requests pending	Add link request
🛱 Orders		As a Company, you can view your Membership status with your linked Industry Bodies.		
😁 Delegates		You are linked with	You have	\frown
< My Community		11 Training Providers View	1 link request pending	Add link request
호 Administration		As a Company, you may receive discounts and possibly be eligible for Pay on Account facilities with your linked Training Providers.		
Lad Reports				
Course Request Service				

3. Search for the Training Provider's name you would like to link with and click 'request'

a company, you may receive discounts and possibly be eligible for Pay on Account facilities with your linked Traini	ng Providers.
10 of 55 organisations available	
Type in the organisation name Q Search	
360 Training	Request
Acme Training	Request
Angel Training	Request
Armstrong Ceilings	Request
Barton Specialist Training	Request
3est Training	Request
British Gypsum	Request
British Safety Council	Request
Carnegie Training Services	Request
Eentre for Excellence in Rail Training	Request



4. This will send that Training Provider a request to link notification in their account where they can accept.

You are linked with 11 Training Providers View	Yea have 1 link request pending	Add link request
As a Company, you may receive discounts and possibly be eligible for Pay on A	Account facilities with your linked Training Providers.	